



County of San Diego

DEPARTMENT OF PUBLIC WORKS

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DIRECTOR

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SAN DIEGO, CALIFORNIA 92123-1295
(858) 874-4040 FAX: (858) 874-4028
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Dear Event Organizer:

Your organization has indicated that it is proposing to conduct a special event in the County of San Diego for which a special event permit is required to be applied for from the Department of Public Works.

Attached is a checklist of items that your organization will need to provide. Depending on the scope of the proposed event, additional items may also be required. Please note that providing these items and ensuring compliance with them is the applicant's responsibility. Read the check list carefully and provide the documentation as required.

County Code requires that a complete application package be submitted at least 30 days prior to the special event (but no more than 6 months prior). To allow for adequate processing time and review of your proposed traffic control, please ensure required items are submitted at least 30 days prior to your proposed special event. Failure to provide a complete application package on time, will not allow for a special event permit to be issued.

The Traffic Engineering office is located in Seville Plaza at 5469 Kearny Villa Road, Suite 201, San Diego, CA 92123-1159. The fax number is (858) 874-4028. Please contact Robert Fuller, permit coordinator, at (858) 874-4015, with any questions you have about the special event permit process.



County of San Diego - Land Use & Environment Group
Department of Public Works

CHECK LIST FOR A SPECIAL EVENT PERMIT

County of San Diego

DPW / Traffic Engineering, Special Event Permits

5469 Kearny Villa Rd., # 201, San Diego, CA 92123-1159

Phone (858) 874-4040 Fax (858) 874-4028

Note: A complete application must be submitted no less than 30 calendar days prior to the proposed event. Each of the below checked boxes represent the requirements of a complete submittal. An application for a Special Event permit will be denied if it is incomplete or deficient in the materials needed.

Please call (858) 874-4015 should you have any comments or questions.

APPLICATION

- ☒ 1. Review and complete the attached application in its entirety, please be very specific in the description of your proposed event. Attach all required plans and documentation; it is the applicants responsibility to submit enough documentation demonstrating that county roads will be closed and opened in a reasonable and safe manner. Each application is considered a new application even if the event was previously conducted.
- ☒ 2. Please read all of the permit conditions, ***initial, sign and date*** the “**Applicant’s Agreement Form**” where indicated and fax to 858-874-4028 and mail the original; Note that the permit cannot be issued or processed without being signed by the applicant, agent or representative who is authorized to sign contracts for the sponsoring organization. The conditions may be modified during the permit review process.
- ☒ 3. Submit a copy of the letter from the Internal Revenue Service stating that the sponsoring 501(c) organization is an authorized non-profit organization.
- ☒ 4. Submit a copy of Certificate of Liability Insurance with a separate ADDITIONAL INSURANCE ENDORSEMENT (see attached example) for your organization or event; verify all dates. The effective dates of insurance coverage shall include all dates that the sponsoring organization will have personnel, volunteers or participants engaged in activities before, during and after the event. Other contractors or community organizations providing traffic control services must also provide proof of insurance.
- ☒ 5. Provide a copy of your Emergency Medical Services (EMS) plan and the name of the company or agency providing the service. Provide the name of the contact person with phone numbers (including a cell number) and address. Include a time schedule of when and where they will be setting up at or staging their vehicle(s).
- ☒ 6. Provide a copy of the notification to the residents in the area of the event that they could experience traffic delays during the event (newspaper ad, signs, fliers, direct mail, etc.).

TRAFFIC CONTROL

Plans are to be prepared by an engineer or a licensed traffic control contractor with experience in preparing plans for special events. As a result of plan check the plans may need to be modified and resubmitted prior to approval.

- ☒ 7. The applicant is solely responsible for submitting enough documentation to the county as part of the application, so that it can be determined that the approved traffic control plan will be implemented and that the county roads will be closed and opened in a reasonable and safe manner. Completing the attached Traffic Control Plan Additional Information Form will help the review process for the permit.

- ☒ 8. Provide an approved copy of the event's Traffic Control Plan (conforming to S.D. County regional standards) showing the location of all signs (including advance notification signs of the event), barricades, traffic cones and traffic control personnel who will staff the event. The plan shall provide all of the needed information to assure that the traffic control will be set up and conducted according to the approved plans. Plans shall stipulate the time schedule of traffic control tasks, road closures and openings. Plans must be submitted for plan check far enough in advance of the Special Event so that an approved set of plans is ready to route to other agencies no less than 30 days in advance of the scheduled event. (see attached sample)
- ☒ 9. Provide a photo or drawing of the sign(s) that will be posted a minimum of 10 calendar days prior to the event. The signs shall be orange background with 6 inch tall black letters stating the name of road to be closed, location, time and date of the closure, and what the detour route is. Specific emphasis should be made if there is not an available or convenient detour.
- ☒ 10. Provide an inventory list of all the traffic control devices that will be used to implement the approved traffic control plans.
- ☒ 11. Please provide a request in writing if you want to borrow the traffic control devices needed to implement the approved traffic control plan from the county. If you do, a separate Sign Borrowing Agreement will be prepared after the traffic control plans are approved and the amount of devices needed to implement the approved traffic control plan is determined. It is the applicant's responsibility to pick up, setup and return signs, barricades and traffic cones; refer to instructions on agreement.
- ☒ 12. If you are contracting with a private company to provide and setup traffic control devices and/or provide traffic controllers please provide company name and contact person with phone numbers (including a cell number) of the company providing these services; include a time/date schedule of when and where they will be setting up the devices. Please have the contractor complete the attached supplemental application for traffic control to provide support to a special event. Please provide contact name and phone number(s) (including cell number) of the person who will be supervising the traffic control device setup, road closure, cleanup and reopening of the roads. The contractor must provide proof of insurance with separate insured endorsement.
- ☒ 13. Only properly trained or certificated personnel (by a training program approved by the Commissioner of the California Highway Patrol) are to handle the traffic control responsibilities. Traffic controllers shall wear orange vests and utilize a "Stop/Slow" paddle. Provide copies of Civilian Traffic Control certificates for event staff who will control traffic or be setting up traffic control devices. (see attached info on Civilian Traffic Control)
- ☒ 14. Provide proof (copy of contract or correspondence) that the California Highway Patrol (CHP), San Diego County Sheriff or other qualified persons who will control traffic during the event at the locations identified requiring police traffic control. Please provide contact name and phone number(s) (including cell number) of the person who will be supervising the traffic control.

OTHER REQUIREMENTS

- ☒ 15. It is the applicant's responsibility to obtain all other additional permits as required.
- ☒ 16. The county will send a copy of the application to each of the reviewing agencies as noted on the permit, however, it is the applicant's responsibility to comply with any conditions that they may establish and to obtain their approvals prior to the issuance of the DPW Special Event Permit.
- ☒ 17. After review of the application and supporting documentation for the proposed event there may be additional specific conditions added to the permit at the time the permit is issued.



County of San Diego - Land Use & Environment Group
Department of Public Works

APPLICATION FOR SPECIAL EVENT PERMIT

PART 1 EVENT INFORMATION

Type of event (description): _____

Event located in what area of the County (community name): _____

Name of Event: _____

Day & Date of Event: _____

Hours of Event: _____ Thomas Guide map page/grid #: _____

Location of Event (description): **(describe activity and location; attach traffic control plans and route maps)**

PART 2 APPLICANT INFORMATION

Non-Profit Organization's name: _____

Authorized officer of sponsoring organization who is authorized to sign contracts for the non-profit organization:

name and title: _____ e-mail address: _____

phone #'s: _____ work: _____ fax: _____ cell/other: _____

Agent/contact's name: _____ e-mail address: _____

phone #'s: _____ work: _____ fax: _____ cell/other: _____

mailing address to send permit / correspondence to:

street/p.o.box: _____

city/state/zip: _____

Insurance issued by (company) : _____

address: _____

agent's name: _____ e-mail address: _____

phone #'s: _____ work: _____ fax: _____ cell/other: _____

policy(s) #: _____ expiration date: _____

PART 3 EVENT LOCATED IN WHAT AGENCY'S JURISDICTION

It is the applicant's responsibility to contact all of the agencies which have jurisdiction within the community area in which the proposed event is planned. The applicant is required to notify the agencies of the event plans and to comply with any requirement which the respective agency may impose on the event.

Refer to attached listing for your area:

- Fire Department(s)
- California Highway Patrol Area Office
- San Diego County Sheriff Substation
- Public Transit Provider(s)
- Caltrans Highway Department
- County Road Station
- United States Border Patrol Office
- Other agencies specific to the community area

Special Conditions for Parades, Street Fairs and Road Closures:

- a) The applicant shall mail or hand deliver notices to businesses and residents in the area along and adjacent to the event area that they may experience delays or may need to take alternative routes during the times of traffic control during the event. Proof shall be provided to the County that this has been accomplished prior to issuance of the permit.
- b) Applicant shall show proof of contracts with a traffic control contractor, California Highway Patrol and/or San Diego County Sheriff that the appropriate traffic control devices will be placed according to the approved traffic control plan and that there will be enough police officers and Senior Volunteer Patrol to provide traffic control at all of the impacted intersections. **The event will not be started until all traffic control devices and traffic control personnel are in place; failure to have the devices placed and traffic control personnel in compliance with the approved traffic control plan constitutes a hazardous condition and must be corrected before allowing participants onto county roads.** The applicant will staff the event with enough personnel to implement the approved traffic control plan. Any discrepancy will be corrected in a timely manner.
- c) All event staff performing traffic control duties including setting up traffic control materials shall be a minimum of 18 years of age, wear appropriate clothing, reflective safety vests and have certified Civilian Traffic Control training.
- d) Applicant will submit an Emergency Medical Services (EMS) plan and maintain personnel and equipment at the event to implement the EMS plan. Plan to be approved by local fire agency.
- e) As applicant is the expert on event conditions it is the applicant's responsibility to inspect the entire roadway impacted by the event and to take corrective action either to remove hazards (such as sand, mud or other debris) or to mark them with barricades or traffic cones so that participants will avoid them. If there is something of the nature that the road crew would repair (such as a missing sign or pothole) the applicant must report it to the area's road crew; keep in mind that the road crew will respond to any request as they normally do which may preclude repairs prior to the event.
- f) Road closure and/or Special Event is permitted as long as the County road is used in such a manner as to allow fire trucks and other emergency vehicles to have unimpeded access to all portions of the road; use of the road in violation of this provision and/or permit may be cause for any agency having jurisdiction to modify or revoke the permit, order the road reopened and/or the Special Event terminated.
- g) Beer/alcohol/food sales and/or distribution will only be conducted during the event with a valid permit and license from the San Diego County Sheriff, the State of California ABC Commission and the County of San Diego Department of Environmental Health.
- h) Depending on the review of the proposed event there may be additional specific conditions added to the permit.

Special Conditions for Athletic Events Along County Roads:

- a. The CHP will actively enforce DMV regulations with event participants and support personnel.
- b. Road closure and/or Special Event is permitted as long as the County road is used in such a manner as to allow fire trucks and other emergency vehicles to have unimpeded access to all portions of the road; use of the road in violation of this provision and/or permit may be cause for any agency having jurisdiction to modify or revoke the permit, order the road reopened and/or the Special Event terminated.
- c. Applicant will instruct all participants that the course is an "OPEN ROAD" with everyday vehicle traffic to be aware of around them; and that participants will comply with all the "RULES OF THE ROAD" and regulations as defined in the California Vehicle Code (this includes all athletes, support personnel, volunteers and all vehicles which they use) except as authorized by this permit. All vehicles must park out of any traffic lane or paved area of the roadway; must remain clear of the roadway so as not to impede regular traffic. Event course monitors shall also remind and notify participants that the course is an open road and to be cautious of vehicle traffic.
- d. Water-feed areas shall be maintained out of the paved area of the roadway as far as possible, support personnel shall stand to the side of the road and the area shall be maintained clean.
- e. No "follow vehicles" are allowed to travel immediately behind a participant on a bicycle. **All support vehicles must operate as a normal vehicle**, maintain typical safe speeds for the local road and traffic conditions, park out of any traffic lane or paved area of the roadway; and must remain clear of the roadway so as not to impede regular traffic. The California Highway Patrol will actively enforce the DMV regulations and permit conditions.
- f. **Applicant will instruct all participants that at all times they must ride single file and stay to the right hand side of the roadway, not impede regular traffic and be courteous to drivers in the area.**
- g. The applicant will mark the course with a sufficient number of signs (such as an 18" x 18" yard sign on a stick) to notify traffic in the area of the event and will use directional arrow signs designating the event route for participants to follow. These signs shall also direct participants to be courteous to drivers. All signs will be left up as long as there are participants on the course and removed immediately following the conclusion of the event. The type size on the signs shall be sufficient in size so that a participant can read them. **Note: paint may not be used on any roadway surface.**
- h. The event organizer will instruct all participants to follow the attached "**Bicycle Ride-Race Along County of San Diego Roads EVENT RULES AND STIPULATIONS**", require each participant to comply with all rules and to sign the "Athlete's Waiver" form; a participant's bib shall not be distributed to a participant until the applicant has been provided a completed, initialed and signed Athlete's Release Form from the participant. Applicant will deliver the completed waiver forms to the County.
- i. Applicant will submit an Emergency Medical Services (EMS) plan and maintain personnel and equipment at the event to implement the EMS plan. Plan to be approved by local fire agencies.
- j. As applicant is the expert on event conditions it is the applicant's responsibility to inspect the course and to take corrective action either to remove hazards (such as sand, mud or other debris) or to mark them with barricades or traffic cones so that participants will avoid them. If there is something of the nature that the road crew would repair (such as a missing sign or pothole) the applicant must report it to the area's road crew; keep in mind that the road crew will respond to any request as they normally do which may preclude repairs prior to the event.
- k. Applicant is responsible for notifying and obtaining approval as applicable from all of the agencies which are listed on the permit. The County will fax a copy of the draft permit to the agencies providing services for the unincorporated areas of the county.
- l. Depending on the review of the proposed event there may be additional specific conditions added to the permit at time permit is issued.



Applicant's Agreement Form County of San Diego

DPW / Traffic Engineering, Special Event Permits
5469 Kearny Villa Rd., # 201, San Diego, CA 92123-1159
Phone (858) 874-4040 Fax (858) 874-4028



This is a contract with legal consequences. I have been advised to read it carefully before signing.

1. The Agent, Organization, participants, employees and/or designee(s) (hereinafter referred to as Applicant) for this Special Event Permit are subject to the conditions as identified in the permit. **This permit is valid only for the unincorporated areas** of the County of San Diego. The permit does not cover areas under the jurisdiction of CALTRANS, incorporated Cities within the County or other agencies. The Applicant is responsible for obtaining all other required permits from all other appropriate jurisdictions or agencies.

Initial

2. The Applicant is required to maintain a minimum of one million dollars of liability insurance coverage during the entire time that the event is conducted and/or permitted for. The County of San Diego shall be listed as "Additional Insured" on the Certificate of Insurance with a separate endorsement.

Initial

3. The applicant hereby waives, releases and discharges for the applicant, legal representatives, executors, administrators, assignees, and successors in interest (collectively referred to as "Successors") any and **all rights and claims for damages**, injuries, expenses or costs of any kind which have now or may be acquired in the future that are directly or indirectly related to participation in or association with the Event (collectively referred to as "Claims") **against the County of San Diego**, law enforcement agencies, the sponsors, organizers and any promoting organizations for this Event, and their respective agents, officials, and employees (collectively referred to as the "Released Parties"). The waived, released and discharged Claims include claims arising from the Released Parties' own active or passive negligence. THE APPLICANT FURTHER UNDERSTAND(S) AND AGREE(S) TO DEFEND, PRESERVE AND SAVE HARMLESS THE COUNTY OF SAN DIEGO AND EACH OFFICER, EMPLOYEE AND INDEPENDENT CONTRACTOR THEREOF FROM ANY LIABILITY OR RESPONSIBILITY FOR ANY ACCIDENT, LOSS OR DAMAGE TO PERSONS OR PROPERTY, HAPPENING OR OCCURRING, OR ARISING OUT OF, AS A RESULT OF THE PROVISION OF THE SPECIAL EVENT, AND THAT ALL OF SAID LIABILITIES ARE HEREBY ASSUMED BY THE APPLICANT.

Initial

4. Traffic control is to be provided at various locations, such as, narrow road segments, intersections, and starting or ending points. **Only properly trained or certificated personnel** (by a training program approved by the Commissioner of the California Highway Patrol) are to handle the traffic control responsibilities. Traffic controllers shall wear orange vests and utilize a "Stop/Slow" paddle. Advance warning signs shall be placed, well in advance of the event and any personnel, to alert oncoming vehicles of the supplemental traffic control and the event. Traffic controllers will avoid delays or back up of traffic onto primary County roadways such that: (a.) "grid-lock" does not happen; (b.) wait times will not exceed two minutes and; (c.) adjacent driveways to neighboring businesses and residences will not be blocked. The Applicant is required to use barricades and event materials such that emergency vehicles and personnel will be able to have unimpeded access to the area. The Applicant agrees to pickup, place, maintain and return barricades, cones and signs to the nearest County Road Station. The Applicant will reimburse the County for any lost materials borrowed for the event. **The Applicant shall provide advance notification** to the residents in the vicinity of the proposed Special Event, by any media (newspaper advertisement, flyer, mail, posting of signs, etc.), that they may experience some inconvenience or traffic delay during the event. All permits are stipulated that the Applicant shall carry out the proposed Special Event in compliance with all laws; follow the Rules of the Road and regulations as defined in the California Vehicle Code, and; shall ride and/or stay on the far right-hand edge of the roadway, maintain a single file, and travel in the same direction as traffic except as allowed by approved permit. Any activity that violates the law shall be cause to revoke this permit and hold the permit null and void. **Any law enforcement agency or other agency that participated in the review and approval of this permit has the authority to modify, cancel and/or revoke the permit** should it be determined that a violation has occurred which could affect the health and safety of the public.

Initial

5. I (we) certify that this Special Event is not being held for the sole purpose of advertising any product, goods, wares, merchandise or an event designed purely for private profit. I (we) certify that the foregoing information in this application is correct and that I (we) will conduct the event in accordance with all applicable rules and regulations and the issued permit.

Initial

Sign & date

Applicant's Printed Name





Signature of Applicant
(also, initial above paragraphs as noted)

Date

NORTH

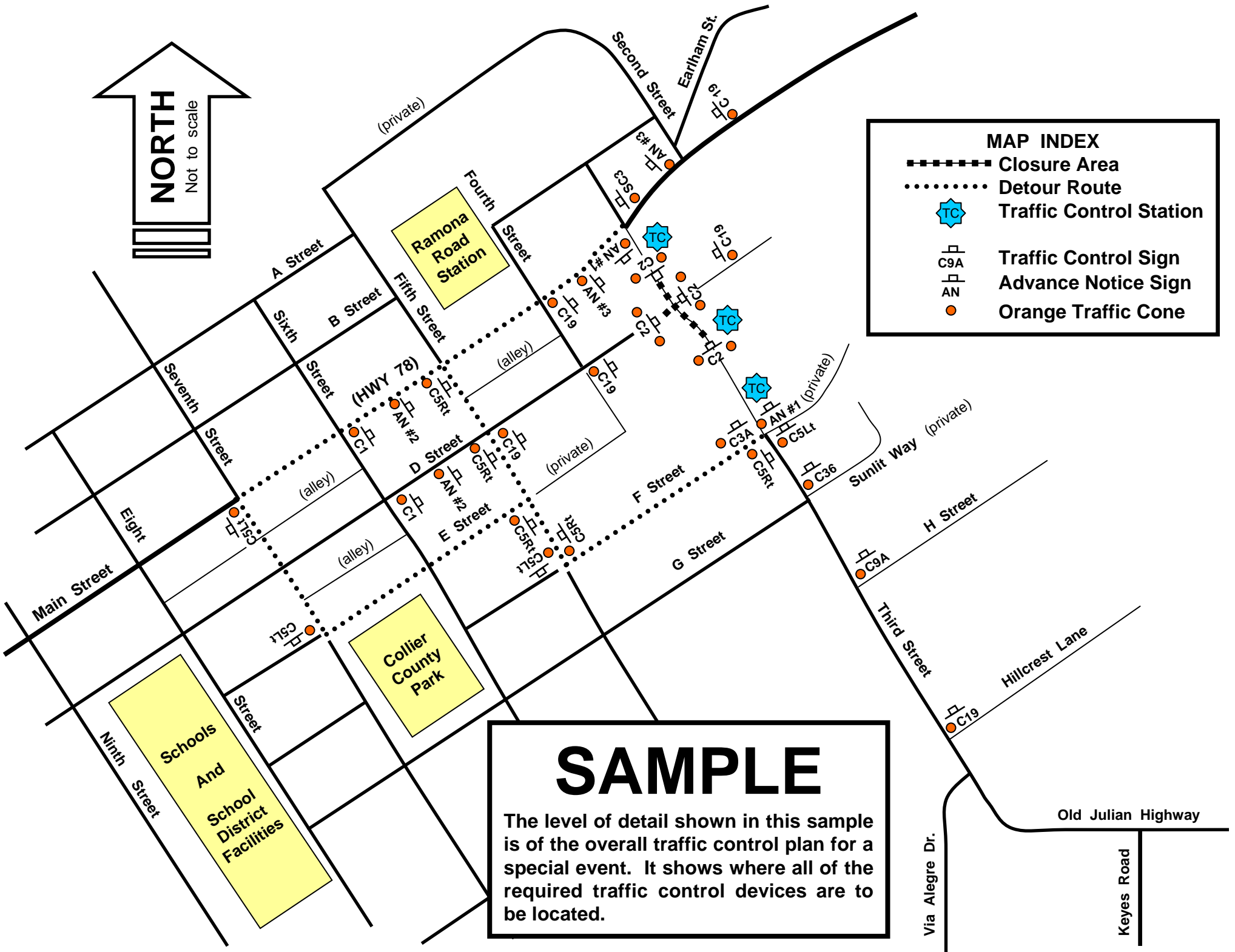
Not to scale

MAP INDEX

- Closure Area
- Detour Route
-  Traffic Control Station
-  Traffic Control Sign
-  Advance Notice Sign
-  Orange Traffic Cone

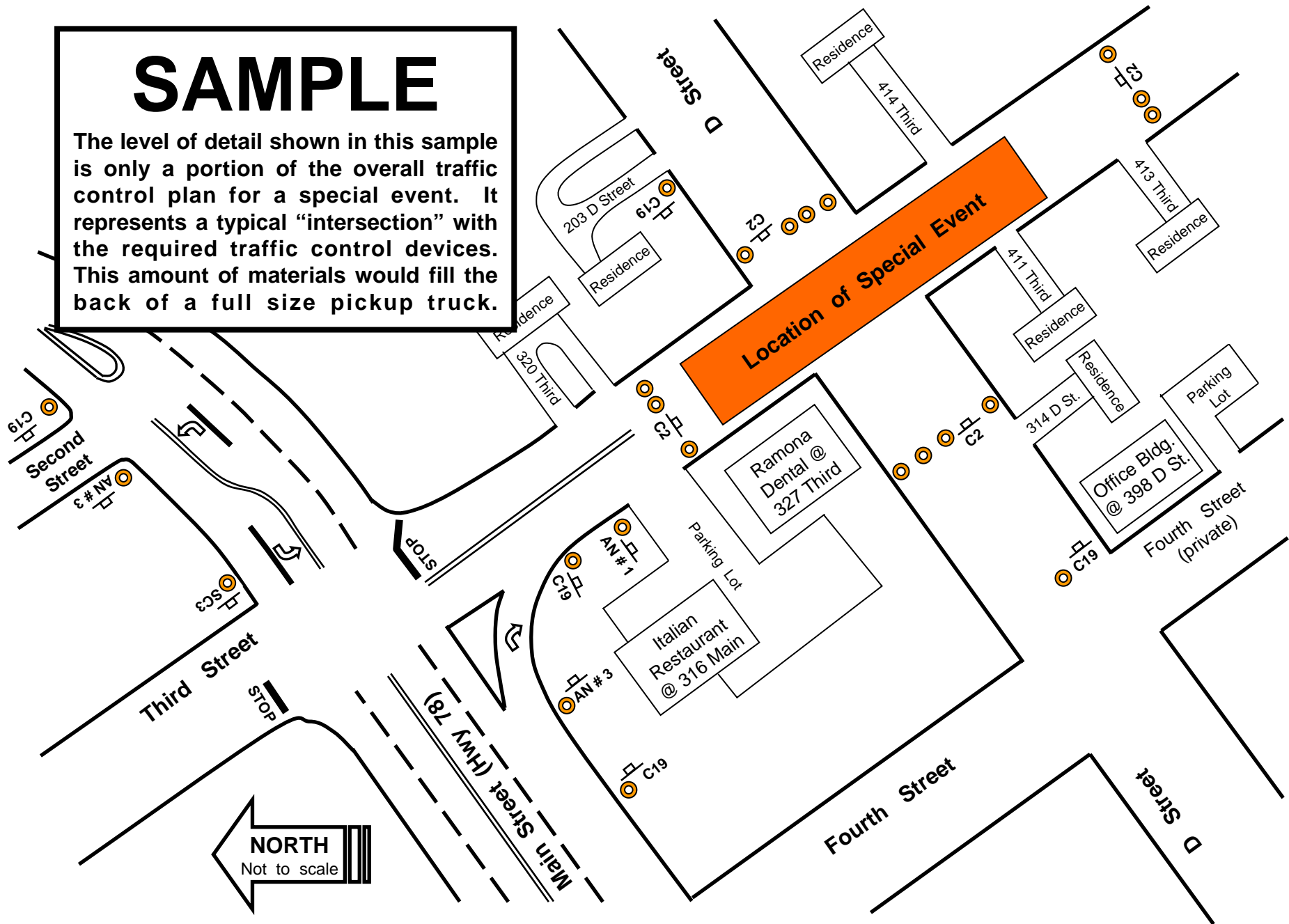
SAMPLE

The level of detail shown in this sample is of the overall traffic control plan for a special event. It shows where all of the required traffic control devices are to be located.



SAMPLE

The level of detail shown in this sample is only a portion of the overall traffic control plan for a special event. It represents a typical "intersection" with the required traffic control devices. This amount of materials would fill the back of a full size pickup truck.



Typical Placement of Advance Warning Signs Along Smith Road for Eastbound Traffic @ "A" Street

SAMPLE

The level of detail shown in this sample is only a portion of the overall traffic control plan for a special event. It represents a typical "intersection" with the required traffic control devices.

NORTH
Not to scale

500 feet

SC5

C5Rt

"A" Street

500 feet

W17



R1

C2

C2

C2

C2

C2

C2

C2

C2

C2

C2

C2

C2

Smith Road

C30

X

R73-2



C2

C2

C2

C2

C2

C2

C2

C2

C2

C2

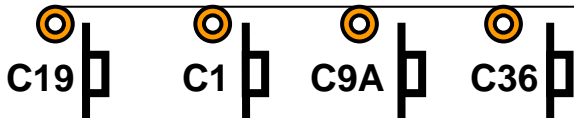
C2

C2

C2

C2

C2



500 feet

500 feet

500 feet

500 feet



Plain barricade



Orange traffic cone



Barricade with sign



Traffic Control Station

Note: Advance notification sign shall be posted 7 days prior to event.

**SMITH ROAD
CLOSED**

**SATURDAY, JULY 4, 2006
8:00 A.M. TO 11:00 A.M.
USE THOMAS BLVD. AS
ALTERNATE ROUTE**



County of San Diego - Land Use & Environment Group
Department of Public Works

APPLICATION FOR SPECIAL EVENT PERMIT

**SUPPLEMENTAL APPLICATION FOR TRAFFIC CONTROL FOR
SUPPORT OF A SPECIAL EVENT (Permitted by separate permit)**

PART 1 EVENT INFORMATION

Type of event (description): _____

Event located in what area of the County (community name): _____

Name of Event: _____

Day & Date of Event: _____

Hours of Event: _____

Thomas Guide map page/grid #: _____

Location/Description of Event: _____

PART 2 TRAFFIC CONTROL INFORMATION

Scope of activity: _____

PART 3 TRAFFIC CONTROL CONTRACTOR INFORMATION

Company name: _____

Agent/contact's name: _____ e-mail address: _____

phone #'s: _____ work #: _____ fax #: _____ cell #: _____

Mailing address to send permit / correspondence to:

street/p.o.box: _____

city/state/zip: _____

Insurance issued by (company) : _____

address: _____

agent's name: _____ e-mail address: _____

phone #'s: _____ work #: _____ fax #: _____ cell #: _____

policy(s) #: _____ expiration date: _____



Applicant's Agreement Form County of San Diego

DPW / Traffic Engineering, Special Event Permits
5469 Kearny Villa Rd., # 201, San Diego, CA 92123-1159
Phone (858) 874-4040 Fax (858) 874-4028



This is a contract with legal consequences. I have been advised to read it carefully before signing.

1. The Agent, Organization, Participants, employees and/or designee(s) (hereinafter referred to as Applicant) for this Supplemental Special Event Permit are subject to the conditions as identified in the permit. **This permit is valid only for the unincorporated areas** of the County of San Diego. The permit does not cover areas under the jurisdiction of CALTRANS, incorporated Cities within the County or other agencies. The Applicant is responsible for obtaining all other required permits from all other appropriate jurisdictions or agencies.

Initial

2. The Applicant is required to maintain a minimum of one million dollars of liability insurance coverage during the entire time that the event is conducted and/or permitted for. The County of San Diego shall be listed as "Additional Insured" on the Certificate of Insurance with a separate endorsement.

Initial

Initial

3. The Applicant hereby waives, releases and discharges for the applicant, legal representatives, executors, administrators, assignees, and successors in interest (collectively referred to as "Successors") any and **all rights and claims for damages**, injuries, expenses or costs of any kind which have now or may be acquired in the future that are directly or indirectly related to participation in or association with the Event (collectively referred to as "Claims") **against the County of San Diego**, law enforcement agencies, the sponsors, organizers and any promoting organizations for this Event, and their respective agents, officials, and employees (collectively referred to as the "Released Parties"). The waived, released and discharged Claims include claims arising from the Released Parties' own active or passive negligence. THE APPLICANT FURTHER UNDERSTAND(S) AND AGREE(S) TO DEFEND, PRESERVE AND SAVE HARMLESS THE COUNTY OF SAN DIEGO AND EACH OFFICER, EMPLOYEE AND INDEPENDENT CONTRACTOR THEREOF FROM ANY LIABILITY OR RESPONSIBILITY FOR ANY ACCIDENT, LOSS OR DAMAGE TO PERSONS OR PROPERTY, HAPPENING OR OCCURRING, OR ARISING OUT OF, AS A RESULT OF THE PROVISION OF THE SPECIAL EVENT, AND THAT ALL OF SAID LIABILITIES ARE HEREBY ASSUMED BY THE APPLICANT.

Initial

4. Traffic control (including placing of traffic control devices) is to be provided at various locations, such as, narrow road segments, intersections, and starting or ending points. **Only properly trained or certificated personnel** (by a training program approved by the Commissioner of the California Highway Patrol) are to handle the traffic control responsibilities. Traffic controllers shall wear orange vests and utilize a "Stop/Slow" paddle. Advance warning signs shall be placed, well in advance of the event and any personnel, to alert oncoming vehicles of the supplemental traffic control and the event. Traffic controllers will avoid delays or back up of traffic onto primary County roadways such that: (a.) "grid-lock" does not happen; (b.) wait times will not exceed two minutes and; (c.) adjacent driveways to neighboring businesses and residences will not be blocked. The Applicant is required to use barricades and event materials such that emergency vehicles and personnel will be able to have unimpeded access to the area. The Applicant agrees to pickup, place, maintain and return barricades, cones and signs to the nearest County Road Station. The Applicant will reimburse the County for any lost materials borrowed for the event. **The Applicant shall provide advance notification** to the residents in the vicinity of the proposed Special Event by posting of signs, that they may experience some inconvenience or traffic delay during the event. All permits are stipulated that the Applicant shall carry out the proposed Special Event in compliance with all laws; follow the Rules of the Road and regulations as defined in the California Vehicle Code. Any activity that violates the law shall be cause to revoke this permit and hold the permit null and void. **Any law enforcement agency or other agency that participated in the review and approval of this permit has the authority to modify, cancel and/or revoke the permit** should it be determined that a violation has occurred which could affect the health and safety of the public.

Initial

5. I (we) certify that the foregoing information in this application is correct and that I (we) will conduct traffic control device setup and maintenance in accordance with all applicable rules and regulations and the issued permit.

Sign & date

Applicant's Printed Name

Signature of Applicant
(also, initial above paragraphs as noted)

Date



Traffic Control Plan Additional Information Form County of San Diego

DPW / Traffic Engineering, Special Event Permits
5469 Kearny Villa Rd., # 201, San Diego, CA 92123-1159
Phone (858) 874-4040 Fax (858) 874-4028

The purpose of this form is to obtain all the needed information to assure that the traffic control will be set up and conducted according to the approved plans.

Traffic Control for a Special Event is comprised of three parts:

1. **Part 1** is the Traffic Control Plan (conforming to S.D. County regional standards) showing the location of all signs, barricades and traffic control devices and personnel who will staff the event; including detour routes, road closures and advance notification signs. Plans are to be prepared by an engineer or a licensed traffic control contractor with experience in preparing plans for special events. Plans must be submitted for plan check far enough in advance of the Special Event so that an approved set of plans is ready to route to other agencies no less than 30 days in advance of the scheduled event. Please note that as a result of plan check the plans may need to be modified and resubmitted prior to approval; this process alone could take 1 to 3 months.
2. **Part 2** is getting all of the needed materials to the event and set up according to the approved plans.
3. **Part 3** is the staffing of the traffic control points with appropriate personnel during the time of the event and traffic control.

Provide the following information for the Special Event Traffic Control:

A. Traffic control plans, devices and personnel will be provided by:

If the sponsoring organization is obtaining the traffic control plans and services from a contractor, provide the following information:

company name: _____

address: _____

city/state/zip: _____

name of contact: _____

phone number: _____ fax number: _____ cell number: _____

Will the above company prepare the traffic control plans?

☐ Yes ☐ No

Will the above company supervise the pickup, placement and return of all materials?

☐ Yes ☐ No

Will the above company provide trained personnel to staff the traffic control points?

☐ Yes ☐ No

B. or; Traffic control plans and implementation of the approved plans will be coordinated by the sponsoring organization.

1. Traffic control plans will be prepared by:

Will the following person submit plans and be available to make corrections?

☐ Yes ☐ No

name: _____

address: _____

phone number: _____ fax number: _____ cell number: _____

2. Traffic control devices will be picked up at the road station by:

Will the following person supervise the pickup, placement and return of all materials?

☐ Yes ☐ No

name: _____

address: _____

phone number: _____ fax number: _____ cell number: _____

3. Traffic control staffing will be provided by:

company/agency name: _____

address: _____

name of contact: _____

phone number: _____ fax number: _____ cell number: _____

4. Traffic control will be supervised by:

name: _____

address: _____

phone number: _____ fax number: _____ cell number: _____

5. Emergency Medical Services will be provided by:

(attach EMS plan provided by provider)

company/agency name: _____

address: _____

name of contact: _____

phone number: _____ fax number: _____ cell number: _____

6. Course monitors & volunteers will be supervised by:

name: _____

address: _____

phone number: _____ fax number: _____ cell number: _____

7. Other pertinent information (provide description):

8. Task Assignments (see following page on procedures):

Task description	volunteer's name	cell # (if available)	comments
SIGNS & BARRICADES			
Traffic Control Supervisor			
mark out sign locations for setout crews			
pickup and prestage signs			
pickup and prestage signs			
pickup and prestage signs			
pickup and prestage signs			
final setout and close roads			
final setout and close roads			
final setout and close roads			
final setout and close roads			
final setout and close roads			
pickup signs & return to station			
pickup signs & return to station			
pickup signs & return to station			
pickup signs & return to station			
TRAFFIC CONTROL (indicate if CHP, volunteer patrol or event staff with names):			
@ intersection of _____	Drive/Road and _____	Drive/Road:	
@ intersection of _____	Drive/Road and _____	Drive/Road:	
@ intersection of _____	Drive/Road and _____	Drive/Road:	
@ intersection of _____	Drive/Road and _____	Drive/Road:	
@ intersection of _____	Drive/Road and _____	Drive/Road:	
@ intersection of _____	Drive/Road and _____	Drive/Road:	
@ intersection of _____	Drive/Road and _____	Drive/Road:	



Athlete's Release Form

County of San Diego

DPW / Traffic Engineering, Special Event Permits
5469 Kearny Villa Rd., # 201, San Diego, CA 92123-1159
Phone (858) 874-4040 Fax (858) 874-4028

**Initials &
Signature
Required
As Noted!**

This is a contract with legal consequences. I have been advised to read it carefully before signing.

1. I hereby waive, release and discharge for myself, my heirs, legal representatives, executors, administrators, assignees, and successors in interest (collectively referred to as "Successors") any and **all rights and claims for damages**, injuries, expenses or costs of any kind which I have now or may acquire in the future that are directly or indirectly related to my participation in or association with the Event (collectively referred to as "Claims"), **against the County of San Diego**, law enforcement agencies, the sponsors, organizers and any promoting organizations for this Event, and their respective agents, officials, and employees (collectively referred to as the "Released Parties"). The waived, released and discharged Claims include claims arising from the Released Parties' own active or passive negligence.

2. I acknowledge and fully realize the dangers of participating in a athletic event and fully assume the risks associated with participation including, by way of example and not limitation, the following: the dangers of collision with pedestrians, vehicles, other participants, and fixed objects; the dangers arising from surface hazards, equipment failure, inadequate safety equipment, the **Released Parties' Own Negligence**, weather conditions; and the possibility of serious physical and/or mental trauma or injury associated with athletic events.

3. I agree it is my sole responsibility to be familiar with the course and any special regulations for the Event. I understand and agree that situations may arise during the **Event** that are beyond the immediate control of Event supervisors and organizers and I must continually participate so as to neither endanger myself or others. I accept responsibility for the condition and adequacy of my equipment. For bicycle events I will ride wearing a helmet that satisfies requirements of the U.S. Cycling Federation's Racing Rules capable of protecting against serious head injury. I assume all responsibility for the selection of the helmet. I have no physical or mental condition, which to my knowledge, would endanger others or myself if I participate in this Event, or would interfere with my ability to participate in this Event.

4. I agree for myself and Successors that the above **representations are contractually binding** and are not mere recitals, and that should I or my Successors assert a claim in contravention of this agreement, the asserting party shall be liable for the expenses (including legal fees) incurred by the other party or parties defending, unless the other party or parties are finally adjudged liable on such claim for willful and wanton negligence. This agreement may not be modified orally. Waiver of any provision of this agreement is intended to be severable. If one or more provision is found to be unenforceable or invalid, the remaining terms and provisions shall remain binding and enforceable.

Type of event (description): **Bicycle Ride/Race Along County Roads**

Participant's Name (printed): _____ Club/Team Name: _____

Address: _____ City, State & Zip _____

Age: _____ Home Phone: _____ Work Phone: _____ Other Phone: _____

Who to notify in case of emergency (printed): _____ Phone: _____

X

Signature of Event Participant (also initial above paragraphs as noted) Date

Consent and Release of Parent or Guardian

I, as the parent or guardian of the above named minor hereby give permission for my child or ward to participate in the Event and further agree, individually and on behalf of my child or ward, to all terms stated above.

X

Signature of Parent or Guardian (also initial above paragraphs as noted) Date

Submit form with original signature to the County.

Applicant to make duplicate original for their records.



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1. I hereby waive, release and discharge for myself, my heirs, legal representatives, executors, administrators, assignees, and successors in interest (collectively referred to as "Successors") any and **all rights and claims for damages**, injuries, expenses or costs of any kind which I have now or may acquire in the future that are directly or indirectly related to my participation in or association with the Event (collectively referred to as "Claims"), **against the County of San Diego**, law enforcement agencies, the sponsors, organizers and any promoting organizations for this Event, and their respective agents, officials, and employees (collectively referred to as the "Released Parties"). The waived, released and discharged Claims include claims arising from the Released Parties' own active or passive negligence.

2. I acknowledge and fully realize the dangers of participating in a **athletic event and fully assume the risks associated with participation including**, by way of example and not limitation, the following: the dangers of collision with pedestrians, vehicles, other participants, and fixed objects; the dangers arising from surface hazards, equipment failure, inadequate safety equipment, the **Released Parties' Own Negligence**, weather conditions; and the possibility of serious physical and/or mental trauma or injury associated with athletic events.

3. I agree it is my sole responsibility to be familiar with the course and any **special regulations for the Event**. I understand and agree that situations may arise during the **Event** that are beyond the immediate control of Event supervisors and organizers and I must continually participate so as to neither endanger myself or others. I accept responsibility for the condition and adequacy of my equipment. For bicycle events I will ride wearing a helmet that satisfies requirements of the U.S. Cycling Federation's Racing Rules capable of protecting against serious head injury. I assume all responsibility for the selection of the helmet. I have no physical or mental condition, which to my knowledge, would endanger others or myself if I participate in this Event, or would interfere with my ability to participate in this Event.

4. I agree for myself and Successors that the above representations are **contractually binding** and are not mere recitals, and that should I or my Successors assert a claim in contravention of this agreement, the asserting party shall be liable for the expenses (including legal fees) incurred by the other party or parties defending, unless the other party or parties are finally adjudged liable on such claim for willful and wanton negligence. This agreement may not be modified orally. Waiver of any provision of this agreement is intended to be severable. If one or more provision is found to be unenforceable or invalid, the remaining terms and provisions shall remain binding and enforceable.

Type of event (description): **Race – Run – Walk Along County Roads**

Participant's Name (printed): _____ Club/Team Name: _____

Address: _____ City, State & Zip _____

Age: _____ Home Phone: _____ Work Phone: _____ Other Phone: _____

Who to notify in case of emergency (printed): _____ Phone: _____

X

Signature of Event Participant (also initial above paragraphs as noted) Date

Consent and Release of Parent or Guardian

I, as the parent or guardian of the above named minor hereby give permission for my child or ward to participate in the Event and further agree, individually and on behalf of my child or ward, to all terms stated above.

X

Signature of Parent or Guardian (also initial above paragraphs as noted) Date

Submit form with original signature to the County.

Applicant to make duplicate original for their records.

GUIDELINES

FOR SETTING UP TRAFFIC CONTROL DEVICES AT SPECIAL EVENTS



NOTE: This document is only to be used as a supplement to the rules and regulations governing the placement of traffic control devices, the MUCTD, Caltrans manual and County of San Diego Standard drawings.

Procedures For Setting Up A Road Closure For A Parade Or A Street Fair

To have a successful event and road closure the following steps have been compiled as a guide for the less experienced or community volunteer to follow when setting up the signs for the closure.

STEP # 1

Plans must be prepared in accordance with Traffic Control Standards. These plans will designate the appropriate size, type and number of traffic control devices to be used; such as signs, barricades and orange cones. The plans will also show the exact locations where each device is to be placed either in the traffic lane or adjacent to the roadway. In most cases the locations will be show in the number of feet from the intersection that they must be placed; **it is very important that these dimensions be followed when setting up the materials.**

STEP # 2

A **Materials List** is compiled once the plans are complete and approved. This list will provide a listing by type and amount of all traffic control devices to be used.

STEP # 3

Mark Outs are performed by the field technician who is familiar with the plans and the roads in the area where the traffic control will be set up. Measurements for placement are to be made using a roll-a-tape or a vehicle mounted foot meter. A water-based road marking paint is used to identify the exact location where each of the devices will be placed. For example: the plans show that a "Prepare To Stop" sign is to be placed 350 feet south of a specific intersection then the sign code "W3-4" is painted where the sign is to be placed. This is done so that the crew, which places out the materials, places them in the correct location with the appropriate spacing according to the plans. To help speed up the placement crew with visually identifying the location an orange cone can be placed where the mark is made.

STEP # 4

Pickup the materials from the county road station. Check and double check the sign inventory list to make sure that all of the materials needed to control the road have been picked up. It is the event coordinators responsibility to do this. Note that the road stations have limited hours of access; refer to instructions on the sign borrowing agreement. The road station and road crew are not available after hours or on weekends.

STEP # 5

Pre Staging of the materials is done with one or more crews of two to three workers. They will place the materials to the side of the road in the area in which they will be used. It is important that when the materials are set out that the face of the sign is not seen by motorists until the final setup. The materials must be placed so that they do not impede vehicles, bicycles or pedestrians. For signs it is best to set them upright and turn them 90 degrees to traffic and place an orange cone adjacent to the traffic side of the sign or lay them flat on the ground with a cone on top of it, out of the traffic lane or pedestrian pathway. Signs shall be bolted to the barricade so that they do not fall off from the rushing air of passing vehicles. Place cones for use with lane closures in stacks of five approximately 100 feet apart adjacent to the edge of the roadway.

STEP # 6

Final Setup, turn Advance Warning Signs and Detour signs so that approaching traffic can read the signs. Place an orange cone on the traffic side of the sign to denote the edge of the sign and to “highlight” the sign so that it is more readily visible to the approaching motorist (place cones on both sides of signs placed in the middle of the road). **Place cones** within the painted road stripes for the lanes to be closed. Cones to be placed in the direction of travel towards the closure. **Place signs** within closed lanes as designated on the plans. **Start** placing/turning signs from the farthest out and work in to the location where the road closure will be. **Maintain** all signs throughout the road closure on a continual and regular basis that no sign has been knocked down or stolen (replace as needed) and that cones are up and in the designated places. **All signs from all approaches and for detour routes must be turned and in place prior to closing the road.**

STEP # 7

Close Road, with either a police officer or a traffic control technician **STOP TRAFFIC, CLOSE THE ROAD and START THE DETOUR.** Use a combination of barricades, cones and “Road Closed” signs to form a complete barrier across the road where it is to be closed.

STEP # 8

Opening the road is accomplished by reversing Steps # 6 & # 7. Pull/place all traffic control devices to the side of the road and allow traffic to return to normal. Pick up and remove the devices from the roadway as soon as possible.

STEP # 9

Return all of the traffic control devices to the county road station as these materials are used by the road crew on a daily basis providing maintenance to the roads.

TYPICAL PLACEMENT OF ADVANCE WARNING SIGNS APPROACHING AN ALL-WAY STOP AND/OR ROAD CLOSURE

GENERAL NOTES

1. Each sign is to be placed on a single barricade to the side of the traffic lane at a slight angle to approaching traffic. Additional cones and/or barricades with "NO PARKING" signs attached may need to be placed in the 40 foot area in front of the warning sign to prevent vehicles from parking and blocking the view of the sign by the approaching motorist.
2. Place a single orange cone to the traffic side of the sign to highlight the sign to motorists.
3. Advance warning signs are to be placed at approximately 500 foot intervals on roads where traffic is going faster than 35 MPH.
4. The typical order of signs shown to the right must be followed when placing the signs (ie. The SC5 is placed furthest out from the traffic control/road closure and the W3-4 or other designated sign as shown on the approved Traffic Control plan is placed closest to the traffic control point).

**W3-4
PREPARE
TO STOP**



**C9A (CA)
FLAGGER
AHEAD
(symbol
sign)**



**SC5 (CA)
SPECIAL
EVENT
AHEAD**



TYPICAL PLACEMENT OF ADVANCE WARNING SIGNS APPROACHING AN ALL-WAY STOP AND/OR ROAD CLOSURE

GENERAL NOTES

1. Each sign is to be placed on a single barricade to the side of the traffic lane at a slight angle to approaching traffic. Additional cones and/or barricades with "NO PARKING" signs attached may need to be placed in the 40 foot area in front of the warning sign to prevent vehicles from parking and blocking the view of the sign by the approaching motorist.
2. Place a single orange cone to the traffic side of the sign to highlight the sign to motorists.
3. Advance warning signs are to be placed at approximately 500 foot intervals on roads where traffic is going faster than 35 MPH.
4. The typical order of signs shown to the right must be followed when placing the signs (ie. The SC5 is placed furthest out from the traffic control/road closure and the R1-1 or other designated sign as shown on the approved Traffic Control plan is placed closest to the traffic control point).

**R1-1
STOP SIGN**



**W3-4
PREPARE
TO STOP**



**W3-1
STOP
AHEAD**



**C9A (CA)
FLAGGER
AHEAD
(symbol sign)**



**W20-2
DETOUR
AHEAD**



**SC5 (CA)
SPECIAL
EVENT
AHEAD**



TYPICAL PLACEMENT OF WARNING SIGNS AT A ROAD CLOSURE OR ROAD CLOSED TO THRU TRAFFIC

GENERAL NOTES

1. Each sign is to be placed on a single barricade to the side of the traffic lane at a slight angle to approaching traffic. Additional cones and/or barricades with "NO PARKING" signs attached may need to be placed in the 40 foot area in front of the warning sign to prevent vehicles from parking and blocking the view of the sign by the approaching motorist.
2. Place a single orange cone to the traffic side of the sign to highlight the sign to motorists.
3. W20-2 ROAD CLOSED sign is placed on center barricade of three or more placed barricades. The opposite lane of traffic is to be blocked with cones & barricades.
4. R11-3a ROAD CLOSED TO THRU TRAFFIC is to be placed on a single barricade in the center of the street with cones to both sides.

W20-2 ROAD CLOSED



R11-3a ROAD CLOSED TO THRU TRAFFIC



M4-10 Lt DETOUR ARROW Left M4-10 Rt DETOUR ARROW Right



Barricade with cardboard "NO PARKING" sign attached.

